This document focuses on the procedures for indicating a teaching activity for inclusion in the 2019/20 scheduling process.

**Step 1 – ID tab: -Naming Activities and attaching modules**

### Naming conventions

- **The Name field of the ID tab is visible to all S+ users and on the web timetables, so:**
  - **must** be clear and concise;
  - **should not** duplicate information visible elsewhere on the web timetable field or on the S+ ID tab, e.g. venue or start time;
  - **should** contain sufficient information to distinguish a series of similar bookings (e.g. the date of a meeting) - particularly relevant for viewing the Activities list in Syllabus Plus;
  - **must not** contain confidential information (e.g. J.Bloggs misconduct hearing).

  Should you need to provide further information relating to the booking (names etc.) please use either the “Description” field or the “User Text” tab - this information is visible to S+ users but not in the Web Timetables.

- **Module activities (regular or one-off timetabling bookings), should be named in the format:** Module No_S1, S2 or Y1/(e.g.)Lecture. If there is more than one similar activity, distinguish them by a suffix number, e.g. AH2001_S1/Lecture/01, …/02.

  One-off module activities should be in the same format with a distinguishing element, e.g. GM1003_S1/Lecture Wk 8, and should **not** use the School identifier (see below). This will ensure that all module-related activities appear together in the Activity list.

- **Joint module activities** should be set up in accordance with the procedure outlined in the document ‘S+ Scheduling Joint Module Activities 2019/20’, available on the Timetabling webpages.

- **Activities taking place in staff offices or rooms not on the Syllabus Plus database should be set up and scheduled in accordance with the procedure outlined in the document ‘S+ Scheduling Activities into Staff Offices or non S+ rooms 2019/20’, available on the Timetabling webpages.**

- **Non-module activities** must be prefixed by the agreed **School identifier** e.g. Mgmt, ArtHist, Modlang. This identifier:
  - **should** be used consistently (particularly important if several members of staff in a School are entering data to Syllabus Plus), as it will keep your data recorded in blocks, and ensure clarity in the display of Activities in Syllabus Plus or Web Timetables.
  - **should not** be used for any activity with a module code in its name, even if it is a ‘one-off’.
  - **should only** be used for your own School activities, not for those of other Schools which you have scheduled into Locally Allocated Space.

### Module attachment

- **Any module-related activity must be attached to the correct code in the ‘Delivery’ tab Module list.** If an activity is not attached to a module it will not be visible online in the module timetables.
- **Take extra care where a module may run in both semesters and therefore has two occurrences** (e.g. MT2001_S1 and MT2001_S2).
- **In order to appear in Syllabus Plus, a module must have been approved by CAG and recorded in SITS with an availability for the appropriate academic year.** If the module code is not yet appearing please use the ‘Mod Update Req’ tag, so that we can keep the situation under review.
For any modular activity that requires the attendance of all enrolled students at all the sessions you should select ‘Core Activity’ in the Type field. This ensures all students will be allocated to their designated core activities for the academic year. The allocation process is performed centrally and it is crucial that all activities are correctly labelled to allow for their easy identification. **Information on these activities will be displayed in the students’ personal timetable in MySaint.**

For all other activities please ensure you choose the relevant Type from the drop-down list.

- Use the ID tab to check, and make any modifications to, the **day(s), time** and estimated **size** of the activity. Please ensure that a valid size is included for all activities, even one-off bookings being scheduled into a particular room. An activity size of 0 will affect suitable room allocation and have a detrimental effect on utilisation statistics for the rooms concerned.

- Planned sizes have been estimated on whole module activities for Undergraduate modules, based on Admissions targets and other student number modelling work carried out by Timetabling Services. If you feel the size suggested for a particular module is unrealistic, please do raise this with us.

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**Fig. 1**

![Image](image_url)

**Key Fields**

- **Name**
- **Module**
- **Description**
- **Size**
- **Type**
- **Duration**
- **Suggested Day/s**
- **Suggested Time**

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*Fig. 1*
**Location**

Use the **Location** fields on the **Resource** tab to confirm zone preference, room type and facilities.

- Select ‘1. Centrally Allocated Space’ if the Activity is to be included in the main scheduling exercise, and set the drop-down requirement to ‘*Wildcard*’.
- To ensure that an appropriate room is assigned, you must select a **Suitability** 2 (e.g. 2. *General Teaching* or 2. *PC Classroom*) as required.
- **Suitabilities** 3, 4 and 5 are used to specify equipment and other facility requirements. If you know the activity will have a staff or student member with access requirements you should note this by selecting ‘3. Disabled Access’ as well as any other requirements. If there are specific teaching requirements, e.g. data projection, these must be selected, or there is a risk that an activity might be scheduled into the room without that facility.
- Unless in exceptional circumstances (e.g. activities requiring very large venues), do not leave the Zone selection as ‘None’. The ‘general’ zones are Central – St Salvator’s, Central – St Mary’s, and West – North Haugh. Every effort will be made to accommodate preferences for general Zones, but in some instances this may not be possible.
- For activities flagged for Centrally Allocated Space, you will be unable to select a specific location. If there are significant reasons why a particular location is preferred, please note these on the User Text tab (see Step 5).

**Staff**

- Use the **Staff** section of the **Resource** tab to attach one or more Staff members to an Activity.
- **If you do not wish to assign a Staff member**, please ensure that the drop-down box for staff is set to ‘None’ - leaving it at Wildcard will lead to a random staff member being assigned!

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**Fig. 2**

*Step 3 – Resource tab:*

![Diagram showing Resource tab with tabs labeled Department, Size, Plan, Location, Staff, Equipment, etc. with arrows indicating navigation and selection options.](image-url)
Step 4 – Availability tab:

- Use the Availability tab to determine the week span of your selected activity.
- Named Availabilities have been set-up for common teaching patterns and can be chosen by clicking on your selected Named Availability.
- In preparing the database for release, the Timetabling Services Team have amended activities carried forward from 2018/19 as follows:
  o Teaching activities previously running from semester weeks 1-11 have been attached to the Semester 1 Named Availability which omits semester Week 6 (Independent Learning Week).
  o Teaching activities previously running in alternate weeks 2,4, etc. have been attached to the Semester 1 (even) Named Availability, which now includes only four weeks (2,4,8,10).
  o No changes have been made where irregular week pattern (e.g. for tutorials) includes Semester Week 6, or where ‘one-off’ activities previously took place in Week 6. Once decisions have been made within your School as to the week span for these activities, ensure that the Availability week span is amended accordingly.

Step 5 – User Text tab:

- Use the User Text 1 field to indicate any preference for specific room(s) with a reason for your choice or helpful information for timetabling purposes, (see Step 3 above).
- Only those undergraduate modules included in the Course Catalogue for 2019/20 are shown in the module list. If a module for which activities are already set up is known not to be running before scheduling, the relevant activity should be deleted. However, if a module is initially scheduled but subsequently confirmed as not running, select the ‘Not running 19/20 tag. Please ensure that no activities marked as ‘Not running in 19/20’ are flagged as requiring Centrally Allocated Space on the Location tab (see Step 3), or they may be scheduled unnecessarily.

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